

**PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:**

A regular meeting was held on: Tuesday, July 16, 2019

Board Members Present: S. King, B. Clancy, J. Mitchell, L. Franke

Board Members Excused: J. Wieland, J. Jansch, K. Lukens, A. Tran

Others Present: K. Pahlow, A., S. Johnson, C. Maricque

1. Action Item: Call to Order

S. King called the meeting to order at 3:40 PM.

2. Open Forum - None

3. Action Item: Approval of June 18, 2019 Minutes

**Motion made by L. Franke, seconded by B. Clancy, that the minutes from the June 18, 2019 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.**

4. Action Item: Approval of Agenda

**Motion made by B. Clancy, seconded by L. Franke, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.**

5. Action Item: Donations

K. Pahlow highlighted the \$15,000 donation by Patricia Schneider that will be used for classroom furniture. In addition, Paper Transport donated 29 Samsung Tablets for the classrooms.

**Motion made by L. Franke, seconded by J. Mitchell, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.**

6. Action Item: Payment of Bills

June bills were reviewed. The final legal payment was made to Davis and Kuelthau for work completed during the 2018-19 school year.

**Motion made by B. Clancy, seconded by J. Mitchell, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.**

7. Action Item: Financial Report

The May financial statements were reviewed. Interest income continues to trend higher than expected. The revenue for the General CDEB Aid will also be higher than expected when it is posted in June. Facilities, Technology Services and substitutes continue to be over budget. A portion of the overage for Facilities and Technology Services will be offset by the Security Grant. Savings in teachers and aides as well as revenue from the districts will offset the overages in substitutes.

**Motion made by L. Franke, seconded by B. Clancy, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.**

8. Action: Hiring

Current vacancies should be all hired by August. Brett Thyssen is being recommended for the De Pere Elementary vacancy. Amanda Wendtland is being recommended for the De Pere Early Childhood Teacher vacancy. Finally, Trista Fick is being recommended for the vacant Syble Hopp Middle School Teacher vacancy. Trista will require an emergency license. She has an educator's license, but not in special education.

July 16, 2019

Three additional aides will be hired. Two of the three are currently going through the hiring process. The last aide position may need to be reposted after the second interviews.  
**Motion made by B. Clancy, seconded by L. Franke, that the Board approve the hiring of Brett Thyssen, Amanda Wendtland and Trista Fick as BCCDEB teachers and the recommended Instructional Aides. MOTION CARRIED UNANIMOUSLY.**

9. Discussion Item: Administrator's Report

Sarah Johnson provided an update on SOAR. Camp including movement, art, and cooking has been going very well.

Files for new student are being completed and update. Expecting 13 new students.

Abbie has been working on the new furniture. We have been working on building moves this summer. New flooring has been started.

Installation of the new PA system will start July 29<sup>th</sup>.

10. Discussion Item: Parent Organization Report

The Golf Outing was on Saturday, July 13<sup>th</sup>. Group working on it was very dedicated and should be commended for all of their work.

11. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**Motion made by B. Clancy, seconded by L. Franke, that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.**

Board returned to open session at 4:17 PM.

12. Action Item: Classroom Instructional Aide Tiered Compensation Model

**Motion made by L. Franke, seconded by B. Clancy, that Board approve the recommended Classroom Instructional Aide Tiered Compensation Model. MOTION CARRIED UNANIMOUSLY.**

13. Classroom Instructional Aide Compensation Increase for 2019-2020 School Year.

**Motion made by L. Franke, seconded by B. Clancy, that the Board approve a 1.5% salary increase and alignment of staff to the recommended Classroom Instructional Aide Tiered Compensation Model. MOTION CARRIED UNANIMOUSLY.**

14. Action Item: Teacher/Therapist Compensation Increase for 2019-2020 School Year

**Motion made by L. Franke, seconded by B. Clancy, that the Board approve a 2.25% increase for all teachers, therapists, nurse and social worker and the recommended individual salary adjustments. MOTION CARRIED UNANIMOUSLY.**

**Motion made by B. Clancy, seconded by L. Franke, that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.**

Board returned to open session at 4:42 PM.

15. Action Item: Adjournment

**Motion made by J. Mitchell, seconded by L. Franke, to adjourn the July 16, 2019 Brown County Children with Disabilities Board meeting at 4:43 PM. MOTION CARRIED UNANIMOUSLY.**

# Syble Hopp School

<b>DONATIONS – August 2019 BOARD MEETING</b>		
<b>DONOR</b>	<b>AMOUNT</b>	<b>ITEM/PURPOSE</b>
Michelle Bruns – Kwik Trip Rebate	\$5.44	Hopp Needs
Dr. Goolsby – Aurora Give Well Campaign	\$120.00	Hopp Needs
Dan & Penny Bollom	\$625.00	Classroom Furniture
<b>Total Donation</b>	<b>\$750.44</b>	

## Support Information #6

Report Date 08/08/19 02:43 PM

Page No 1

SYBLE HOPP SCHOOL

Check Date 07/01/19 - 07/31/19

FMVEN10A

## Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	PO No	Description	Account No	Amount
ACC AUTOMATED	0100001708	07/23/19	24271		Semi Annual Service Agreement 7/1-12/31	0-10-100-324-253300-019-000000-2	1,144.50
					Check Total		1,144.50
AT&T	0100001683	07/01/19	9203383429826	6/	Monthly Service 6/19-7/18	9-27-100-999-158000-019-000000-2	40.41
					Check Total		40.41
	0100001714	07/30/19	9203383429826	7/	Monthly Service 7/19-8/18	0-27-100-999-158000-019-000000-2	40.91
					Check Total		40.91
CANADIAN LAWN CARE LLC	0100001695	07/09/19	890703		Summer Weed & Feed	0-10-100-329-253300-019-000000-2	225.00
					Check Total		225.00
CELLCOM	0100001709	07/23/19	973320		Monthly Service 7/16-8/15	0-10-100-355-263300-019-000000-2	77.64
					Check Total		77.64
CESA #7	0100001716	07/30/19	90868		Physical Therapist Services	9-27-100-386-436000-019-000000-2	3,313.89
					Check Total		3,313.89
CITY OF DE PERE	0100001692	07/09/19	15508399-00	6/15	SybleHopp Sewer Charges 3/5/19-6/3/19	9-10-100-338-253300-019-000000-2	2,205.18
	0100001692	07/09/19	15508400-00	6/15	Firelines 3/5/19-6/3/19	9-10-100-337-253300-019-000000-2	102.00
	0100001692	07/09/19	15508399-00	6/15	SybleHopp Water Usage 3/5/19-6/3/19	9-10-100-337-253300-019-000000-2	1,789.77
	0100001692	07/09/19	15441200-00	6/15	Water/Sewer 3/5/2019-6/3/2019	9-27-100-999-158000-019-000000-2	117.51
					Check Total		4,214.46
					Vendor Total		4,214.46

Check Date 07/01/19 - 07/31/19

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
COUNTRY VISIONS COOPERATIVE	0100001693	07/09/19	1036914	6/19	Fuel for Lawn Mower	9-10-100-411-253300-019-000000-2	56.54
					Check Total		56.54
					Vendor Total		56.54
CPI	0100001696	07/09/19	IUS0142153		Annual Membership Fee 8/11/19-8/11/20	0-27-800-941-223300-019-000000-2	150.00
					Check Total		150.00
					Vendor Total		150.00
DR PERE Y-HART	0100001700	07/16/19	YHARTSHS 6/19		Fuel for Vehicles	9-27-100-348-256610-011-000000-2	183.67
					Check Total		183.67
					Vendor Total		183.67
DENMARK SCHOOL DISTRICT	0100001701	07/16/19	1819027		Transportation Costs 4th Qtr April-June	9-27-100-341-256750-011-000000-2	976.77
					Check Total		976.77
					Vendor Total		976.77
FRONTLINE TECHNOLOGIES GROUP LLC	0100001687	07/01/19	US95255		Frontline Implementation	0-10-800-360-252000-019-000000-2	4,500.00
	0100001687	07/01/19	US98402		Absence & Substitute Mgmt	0-10-800-360-252000-019-000000-2	3,193.95
	0100001687	07/01/19	US95256		7/1/19-6/30/20 Time & Attendance 7/1/19 to 6/30/20	0-10-800-360-252000-019-000000-2	3,150.00
					Check Total		10,843.95
					Vendor Total		10,843.95
GREAT AMERICAN DISPOSAL OF WISCONSIN	0100001702	07/16/19	96101438		June Trash Removal/Recycling	9-10-100-324-253300-019-000000-2	124.00
					Check Total		124.00
					Vendor Total		124.00
	0100001706	07/16/19	97100424		Trash Removal 7/1-7/31/2019	0-10-100-324-253300-019-000000-2	69.83
					Check Total		69.83
					Vendor Total		193.83

Check Date 07/01/19 - 07/31/19

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
INFINITE CAMPUS, INC.	0100001688	07/01/19	115405				
			ANNUAL026818		License, Cloud, Data Health Ck 7/19-6/20	0-27-100-360-158000-019-000000-2	1,598.25
					Check Total		1,598.25
JOHNSON CONTROLS (SIMPLEXGRINNEL)	0100001689	07/01/19	20999798				
					Annual Service Agreement 7/1/19-6/30/22	0-10-100-324-253300-019-000000-2	2,929.00
					Check Total		2,929.00
KORHLER FLOORING INC	0100001710	07/23/19	371				
					Flooring in IMC, Annex, Rm 110	0-10-100-324-254300-019-000000-2	7,954.00
					Check Total		7,954.00
KYLES CONSULTING	0100001684	07/01/19	114953				
					SBS/MAC Fee for June	9-27-800-110-223300-019-000000-2	900.00
					Check Total		900.00
LAMERS BUS LINES INC	0100001685	07/01/19	104534				
					Transportation Bay Beach 6/3	9-27-100-346-256750-011-000000-2	878.69
					Check Total		878.69
	0100001703	07/16/19	64527				
					June Medical Transportation ILP	9-27-100-341-256750-011-000000-2	222.50
	0100001703	07/16/19	64529				
					June Medical Transportation TL	9-27-100-341-256750-011-000000-2	282.00
					Check Total		504.50
	0100001715	07/30/19	559292				
					June Summer Camp Transportation	0-27-160-341-256750-019-000000-2	3,956.00
					Check Total		3,956.00
					Vendor Total		5,339.19

Report Date 08/08/19 02:43 PM

Page No 4

## SYBLE HOPP SCHOOL

Check Date 07/01/19 - 07/31/19

FMVEN10A

## Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
MODERN BUSINESS MACHINES	0100001704	07/16/19	IN405562		Contract Meter Chrges 4/1-6/30/2019	9-27-100-322-158000-019-000000-2	1,827.61
					Check Total		1,827.61
OASYS LLC	0100001690	07/01/19	2079		Annual License Fee 7/1/19-6/30/20	0-27-100-360-158000-019-000000-2	4,000.00
					Check Total		4,000.00
ProGuard	0100001711	07/23/19	4085312		Rinse Additive	0-50-800-411-257100-000-000000-2	130.46
	0100001711	07/23/19	4066458		Sanitizer, Silver Soak, All Temp Deterge	0-50-800-411-257100-000-000000-2	1,190.61
					Check Total		1,321.07
SAN A CARE INC	0100001712	07/23/19	493917		Carpet Extractor	0-10-100-449-253300-019-000000-2	2,695.22
					Check Total		2,695.22
SUPERIOR CHEMICAL CORPORATION	0100001697	07/09/19	232240		Cleaning Supplies	0-10-100-411-253300-019-000000-2	3,685.44
	0100001697	07/09/19	232462		Credit Wipes/Aero Fresh, Dispensers BO	0-10-100-411-253300-019-000000-2	-276.98
					Check Total		3,408.46
TDS METROCON	0100001707	07/16/19	9203364367	7/19	Monthly Service 7/10-6/9/19	0-10-100-355-263300-019-000000-2	131.03
					Check Total		131.03
					Vendor Total		131.03





Check Date 07/01/19 - 07/31/19

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
UNUM LIFE INSURANCE COMPANY OF AMER 116335							
US Bank PCard Only 115950							
	0100001698	07/09/19	PCARD 6/19		Copy Paper School Use	9-27-100-417-158000-019-000000-2	111.93
	0100001698	07/09/19	PCARD 6/19		Painting Supplies	9-10-100-411-253300-019-000000-2	48.92
	0100001698	07/09/19	PCARD 6/19		Spot Treat Areas, Service	9-10-100-324-253300-019-000000-2	34.00
	0100001698	07/09/19	PCARD 6/19		Rodent Equip	9-10-100-324-253300-019-000000-2	162.28
	0100001698	07/09/19	PCARD 6/19		Dust/Wet Mops, Frames, Floor Mats	9-27-800-353-232100-019-000000-2	5.10
	0100001698	07/09/19	PCARD 6/19		Mailing Large Envelopes	9-27-100-417-158000-019-000000-2	111.93
	0100001698	07/09/19	PCARD 6/19		Copy Paper School Use	9-27-800-411-232100-019-000000-2	44.63
	0100001698	07/09/19	PCARD 6/19		Black Toner Cartridge M Brick	9-27-800-353-232100-019-000000-2	11.50
					Mailing Large Envelopes	Check Total	530.29
	0100001699	07/09/19	PCARD 6/19		CPI Classroom Training & DVD	0-27-800-310-264400-019-000000-2	1,164.00
						Check Total	1,164.00
VDH ELECTRIC INC 108529							
	0100001705	07/16/19	21828		Replace all Exit & Emergency Lights	9-10-100-324-254300-019-000000-2	3,768.00
						Check Total	3,768.00
WI DEPT OF JUSTICE 109010							
	0100001686	07/01/19	G2841 6/19		June Background Checks	9-27-800-310-231700-019-000000-2	42.00
						Check Total	42.00
						Vendor Total	42.00
WISCONSIN ASSOCIATION OF 108948							
	0100001713	07/23/19	16973		CDEB 2019-20 Membership Dues	0-27-800-941-231100-019-000000-2	1,508.00
						Check Total	1,508.00
						Vendor Total	1,508.00

Report Date 08/08/19 02:43 PM

SYBLE HOPP SCHOOL

Page No 7

Check Date 07/01/19 - 07/31/19

Vendor Detail Report

FWVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
WISCONSIN PUBLIC SERVICE							
		109151					
	0100001694	07/09/19	2711262144-00000		June Duplex Utility Usage	9-27-100-999-158000-019-0000000-2	116.55
	0100001694	07/09/19	2711262144-00000		June Electric Usage	9-10-100-336-253300-019-0000000-2	5,358.51
	0100001694	07/09/19	2711262144-00000		June Gas Usage	9-10-100-331-253300-019-0000000-2	346.26
	0100001694	07/09/19	2711262144-00000		June Garage Utility Usage	9-10-100-336-253300-019-0000000-2	32.36
					Check Total		5,853.68
					Vendor Total		5,853.68
					Grand Total		69,711.32

### 3.09 Leaves of Absence

#### A Paid Leave

##### 1. Sick Leave

- a. Starting the 2019-2020 school year, staff will earn eight (8) sick days each school year to be used for sicknesses and medical related reasons. These days will be applied at the beginning of each school year. In the event employment is terminated during the school year, these days will be prorated to be earned at a rate of one (1) day per school month. Any unearned days that were used prior to employment ending will be reimbursed by the employee.
- b. Staff will be allowed to carry up to ten (10) sick days to the next school year. Sick leave accumulation shall not exceed eighteen (18) days.
- c. Any staff member who terminates his/her employment or has his/her employment terminated for any reason, will not be compensated for unused sick days.

##### 2. Banked Sick Leave (Renumber to #3)

- a. Sick Leave earned prior to the 2014-2015 school year will be labeled Banked Sick Leave. Staff shall no longer earn banked sick leave after the 2014-2015 school year that can be banked to be transferred to a VEBA account at retirement. Banked sick leave has been replaced by casual and sick leave days.
- b. Staff who have banked sick leave balances accumulated prior to the 2015-2016 school year will have sick leave accumulation "banked" into a sick leave accumulation account, which may be used by the employee to supplement short-term disability benefits received for a disability. In addition, banked sick leave can be used for illness or medical appointments ~~after exhaustion of the current allocation of casual days~~. Banked sick leave may be used to make the employee whole for base pay earnings; however, no additional sick leave benefits will be added to the banked account.
- c. All staff with a banked sick leave balance who retire from the system upon becoming eligible, therefore, under the Wisconsin Retirement Fund or retire thereafter prior to age 65, shall be eligible to have the fund rolled over into a separate VEBA account. The amount transferred will be the lessor of \$2,000 multiplied by the number of months from retirement that the employee reaches Medicare eligibility or the balance of the retiring staff member's accumulated sick leave multiplied by his/her daily salary rate at the time of retirement. In the event of death of a non-retired staff member who meets the qualifications for retirement, the surviving beneficiary will have the lessor of the described balances rolled over into a VEBA account to be used for Internal Revenue Code Section 213D eligible expenses.

**8. Health Leave**

A leave of absence may be granted to staff for the purpose of caring for a sick member of immediate family shall be in accordance with FMLA.

**9. Leave for Child Care**

- a. Staff shall notify the Administrator of her pregnancy as soon as medically confirmed. Leave shall be in accordance with FMLA.
- b. The above shall be modified where necessary to conform to existing federal and state law. \*The request must come during the academic year of use.

Revised: 9-27-2016  
Readopted: 10-13-2016  
Revised: 4-17-2017  
Revised: 10-16-2019  
Revised: 8-20-2020

## Support Document #8

7-31-19

Ms. Abbie Nizzia  
Syble Hopp School

Dear, Abbie

Please Accept this letter as notice of my resignation from my position as an assistant aide at Syble Hopp School.

I have received a great opportunity as a 4k teacher while getting experience for my career as an elementary school teacher. I am going back to school and thought this opportunity would provide me great experience with my future job after College. After a careful consideration, I realize that this opportunity is too exciting for me to decline.

It has been a pleasure working at Syble Hopp this last school year and gaining so much experience in one year. I sure will miss all the kiddos and all the great memories I have made in the year at Syble Hopp.

Abbie, thank you again for the opportunity to work for Syble Hopp. I wish you and everyone a great school year/

Sincerely,

Marissa Hohol

## **Support Information #9**

### **Memo**

**To:** Kim Pahlow, Administrator

**From:** Sarah Johnson, Director of Special Education and Pupil Services  
Abbie Nizzia, Principal

**RE:** Request to Hire New Teachers/Therapists/Instructional Aides

**Date:** August 20, 2019

The purpose of this memo is to recommend the hiring of the following individuals to the Brown County Children with Disabilities Education Board for the 2019-20 school year:

- Kristina Williams, Instructional Aide
- Julie Peterson, Instructional Aide

We are excited to have these individuals join our BCCDEB team!

*Brown County Children With Disabilities Education Board*

Syble Hopp School  
755 Scheuring Road  
De Pere, WI 54115

Phone: (920) 336-5754  
Fax: (920) 336-7262  
[www.syblehopp.org](http://www.syblehopp.org)

August 20, 2019

TO: Brown County Children with Disabilities Board  
FROM: Kim Pahlow, Administrator  
SUBJECT: Compensation (Support and Administrative Staff)

**Support Staff:** We are proposing a 2.25% increase for all support staff. In addition, some individual positions will receive increases to align their pay to the midpoint of the County Payscale Compensation study. These increases will be covered by the 3% that was budgeted and savings incurred during the hiring process.

The following table summarizes the proposed increased wages and fringes related to the support staff increases:

Description	2.25% Increase	Alignment Increase	Fringe	Total
Support Staff	7,150	4,470	1,519	13,139

**Administration:** We are proposing a 2.25% increase for the administrative staff for the 2019-20 school year. The following table summarizes the proposed increased wages and fringes related to the administration increases:

Description	2.25% Increase	Fringe	Total
Administrative Staff	8,986	1,275	10,261

With this action, the compensation recommendations for the 2019-2020 are complete for all BCCDEB employee groups.